



Department of Energy

Washington, DC 20585

September 27, 2005

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: David R. Hill
General Counsel

SUBJECT: Retention of Records Related to Hurricane Katrina

The President has ordered a comprehensive review of the Federal response to Hurricane Katrina, in order to determine what went wrong, what went right, and lessons learned. As a part of this effort, the Homeland Security Council may request the Department of Energy to provide records for review.

Accordingly, you are to ensure that, until further notice and in accordance with all applicable laws, your office retains all records relating to Hurricane Katrina, the resulting flooding, or their aftermath ("Records"), whether presently existing or created in the future. For purposes of clarity, "Records" is meant in the broadest sense, and includes all documents, reports, writings, letters, memoranda, notes, communications (including e-mails, faxes, and telephone records, and all communications with other Federal Departments and Agencies, State and local governments, and private sector entities), contracts, agreements, schedules, spreadsheets, travel records, data, electronically stored information, audio and video recordings, computer disks and hard drives, drawings, graphs, charts, photographs, and all other records of any kind. "Records" includes, but is not limited to, all records required to be preserved pursuant to the Federal Records Act of 1950, as amended, 44 U.S.C. § 3101 et seq.

If you have any questions, please contact Susan F. Beard, Assistant General Counsel for General Law, at 202-586-8618.

Thank you in advance for your assistance.



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